«Title»

Dear Participant,

As you may be aware we have been running a variety of courses at the college

ranging from 1 week to 12 weeks. We are now happy to inform you that we are

introducing a number of 2-day courses, which will be held both at weekends and

mid-week to suit the varying needs of potential students.

Please find enclosed an application form and a program schedule.

We look forward to your participation.

Yours truly,

Course Director